

## **FIRE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS:**

This class encompasses responsible supervisory positions in fire suppression. Employees of this class perform fire fighting duties, assisting subordinates and volunteer fire fighting personnel and also assisting a superior officer in the direction of fire ground operations. Fire captains are responsible for the supervision of subordinate personnel at the station, performing duties such as assigning work, inspecting equipment and personnel, providing technical assistance to, and training subordinates. Employees of this class work with a high degree of independence and report to and have work reviewed by the fire chief. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK:**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervise the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, assigning work, training, reviewing written reports, providing technical assistance, and resolving complaints and grievances; answer questions and assist subordinates in areas such as work assignments, departmental policy, use of tools, fire apparatus maintenance, hoses, protective breathing apparatus, etc.; supervise and assist a group of volunteer firefighters at the fire scene;

Fill out records and write reports such as daily report, hose records, monthly run report, fire incident and casualty report, payroll time sheets;

Provide training to subordinate officers by conducting classroom and on-the-job training;

Provide for the repair and upkeep of station and equipment by reporting all repair and replacement needs; inspect fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire

extinguishers, etc.; conduct fire hose tests;

Answer fire alarms from dispatcher; record all information; check address of fire call on map to pinpoint area of alarm; check for location of nearest hydrant; make certain crew has on proper gear and is ready to go before leaving station; supervise driving of fire apparatus by making sure the driver follows all laws and safety regulations and takes most direct route to the fire; communicate with dispatcher from fire scene;

Determine nature and extent of fire, condition of building, danger to adjacent buildings, source of water supply, etc.; assume command of fire ground operations until relieved by a superior officer; direct and assist in attack procedures to confine and extinguish fire; administer basic first aid, including CPR; look for, protect, preserve, and report any evidence of arson;

See that fire apparatus is returned to service after fire or other emergency;

Perform related duties assigned.

**QUALIFICATION REQUIREMENTS:**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator.

Must maintain certification as First Responder and/or EMT-A.